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**N.B.** These templates are just for the sake of writing assistance, you are free to write your in own way or choose the structure you like.

# HOW TOs Template

[Your Title: Write the title of the “HOW TO” knowledge you want to share]

If possible Make the title run for 70 characters or less

Example: Getting started with SAP SD Contracting: How to Create SAP SD Contract

Introduction

Start the post with a short introduction (approximately 100-words).

Example: In this SAP SD tutorial, we will talk about contracts in SAP Sales and Distribution. You will learn:

* What SAP SD contract documents are used for
* How to create Contract documents in SAP step by step with screenshots.

So, Let us discuss briefly

What is [write the topic that you will talk about]

Write a brief about the process you want to explain and share , you can mention what is it, why is it important.

How to [write the first process 1]:

Here you will start writing the steps of the process 1

[Step 1:]

Explain the step accurately & add a screenshot.

[Step 2:]

Explain the step accurately & add a screenshot.

[Step 3:]

Explain the step accurately & add a screenshot.

(Continue as necessary)

How to [write the steps of process 2]:

If you are explaining more than one process then add the steps of the second process

[Step 1:]

Explain the step accurately & add a screenshot.

[Step 2:]

Explain the step accurately & add a screenshot.

[Step 3:]

Explain the step accurately & add a screenshot.

(Continue as necessary)

# LESSON LEARNED Template

[Title: Lessons learned from an SAP Implementation]

Sample Title: Lessons Learned from SAP S/4HANA transformation Project

The Lesson Learned article is designed to share your learning lessons and experiences from previous projects whether it’s (S/4HANA, BYD, SuccessFactors or any other solution), you have a lot to share . It is time to look back and fill out this lesson learned template to reflect the successes and weaknesses of a project. Write **everything your** **reader will ever need to know about and learn.**

Introduction

First start with giving the reader a brief about the project, Here you can talk about:

* The customer’s name and a little bit about them the size of their business
* The project's scope and deliverables, you can just focus on the area you were responsible of
* The project goals
* The timeline of the project

Lessons Learned

What went well within the project:

[Success 1]

[Success 2]

[Success 3] (Continue as necessary)

What could have gone better within the project:

[Weakness 1]

[Weakness 2]

[Weakness 3] (Continue as necessary)

Core takeaways from the project:

[Takeaway 1]

[Takeaway 2]

[Takeaway 3] (Continue as necessary)

Close the Post

End with a quick summary of what your readers just learned to make. Then invite them to leave a comment, follow you on social media or check out related posts.